United Nations ST/SGB/2001/1

Secretariat

1 January 2001

Secretary-General's bulletin*

Amending ST/SGB/1999/5

Staff Rules — 100 series

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 112.2 (a), hereby amends Secretary-General's bulletin ST/SGB/1999/5, entitled "Staff Rules — 100 series".

The text of the Staff Rules listed below is amended for the reasons set out in relation to each rule. Previous amendments to the 100 series of the Staff Rules promulgated by ST/SGB/1999/5 are contained in ST/SGB/2000/1. Attached for insertion in the 100 series of the Staff Rules promulgated by ST/SGB/1999/5 are new pages containing subsequent amendments to the text of the Staff Rules and the Staff Regulations.

1. Rule 107.1, Official travel of staff members, is amended to: (a) clarify the conditions under which the United Nations pays travel expenses on separation; (b) specify that travel of staff members may be authorized for safety as well as security reasons; and (c) clarify the eligibility requirements for family visit travel.

2. Rule 107.2, Official travel of family members — established offices, is amended to specify that travel of eligible family members may be authorized for safety as well as security reasons.

3. Rule 109.8, Commutation of accrued annual leave, is amended to replace the phrase "pensionable remuneration" by "gross salary", in accordance with General Assembly decision 54/460 of 23 December 1999.

4. Rule 109.10, Last day for pay purposes, is amended to replace the phrase "pensionable remuneration" by "gross salary", in accordance with General Assembly decision 54/460 of 23 December 1999.

(Signed) Kofi A. **Annan**
Secretary-General

* The present bulletin shall enter into force on 1 January 2001.

01-23306 (E) 150201

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council and as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

* * *

The General Assembly established the Staff Regulations of the United Nations according to Article 101 of the Charter by resolution 590 (VI) of 2 February 1952 and amended them thereafter by resolutions 781 (VIII) and 782 (VIII) of 9 December 1953, resolution 882 (IX) of 14 December 1954, resolution 887 (IX) of 17 December 1954, resolution 974 (X) of 15 December 1955, resolution 1095 (XI) of 27 February 1957, resolutions 1225 (XII) and 1234 (XII) of 14 December 1957, resolution 1295 (XIII) of 5 December 1958, resolution 1658 (XVI) of 28 November 1961, resolution 1730 (XVI) of 20 December 1961, resolution 1929 (XVIII) of 11 December 1963, resolution 2050 (XX) of 13 December 1965, resolution 2121 (XX) of 21 December 1965, resolution 2369 (XXII) of 19 December 1967, resolutions 2481 (XXIII) and 2485 (XXIII) of 21 December 1968, resolution 2742 (XXV) of 17 December 1970, resolution 2888 (XXVI) of 21 December 1971, resolution 2990 (XXVII) of 15 December 1972, resolution 3008 (XXVII) of 18 December 1972, resolution 3194 (XXVIII) of 18 December 1973, resolutions 3353 (XXIX) and 3358 B (XXIX) of 18 December 1974, resolution 31/141 B of 17 December 1976, resolution 32/200 and decision 32/450 B of 21 December 1977, resolution 33/119 of 19 December 1978, decision 33/433 of 20 December 1978, resolution 35/214 of 17 December 1980, decision 36/459 of 18 December 1981, resolution 37/126 of 17 December 1982, resolution 37/235 C of 21 December 1982, resolution 39/69 of 13 December 1984, resolutions 39/236 and 39/245 of 18 December 1984, decision 40/467 of 18 December 1985, resolutions 41/207 and 41/209 of 11 December 1986, resolutions 42/221 and 42/225 of 21 December 1987, resolution 43/226 of 21 December 1988, resolution 44/185 of 19 December 1989, resolution 44/198 of 21 December 1989, resolutions 45/241 and 45/251 of 21 December 1990, resolution 45/259 of 3 May 1991, resolution 46/191 of 20 December 1991, resolution 47/216 of 12 March 1993, resolution 47/226 of 30 April 1993, resolutions 48/224 and 48/225 of 23 December 1993, resolutions 49/222 and 49/223 of 23 December 1994, resolution 49/241 of 6 April 1995, resolution 51/216 of 18 December 1996, resolution 52/252 of 8 September 1998, resolution 53/209 of 18 December 1998, resolution 53/221 of 7 April 1999, resolution 54/238 and decision 54/460 of 23 December 1999 and resolution 55/223 of 23 December 2000.

Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he or she deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Staff assessment rates used in conjunction with gross base salaries
(effective 1 March 2000)

A. Staff assessment rates for staff member with dependants

Assessable payments (United States dollars)	Staff assessment rates for those with a dependent spouse or dependent child (percentage)
First 30,000 per year	18
Next 30,000 per year	28
Next 30,000 per year	34
Remaining assessable payments	38

B. Staff assessment for staff members without dependants

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 6 of annex I to the present Regulations:

Article VII

TRAVEL AND REMOVAL EXPENSES

Regulation 7.1: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall in appropriate cases pay the travel expenses of staff members, their spouses and dependent children.

Regulation 7.2: Subject to conditions and definitions prescribed by the Secretary-General, the United Nations shall pay removal costs for staff members.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 107.1

Official travel of staff members

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay the travel expenses of a staff member under the following circumstances:

(i) On initial appointment, provided the staff member is considered to have been internationally recruited under rule 104.7;

(ii) When required to travel on official business;

(iii) On change of official duty station, as defined in rule 101.6;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On family visit, in accordance with the provisions of paragraph (b) below;

(vi) On separation from service, as defined by article IX of the Staff Regulations and chapter IX of the Staff Rules, and in accordance with the provisions of paragraph (c) below;

(vii) On travel authorized for medical, safety or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(b) Under subparagraph (a) (v) above, and subject to conditions established by the Secretary-General, the United Nations shall pay the travel expenses of a staff member for the purpose of visiting his or her eligible family members at the place of recruitment, the place of home leave or the previous duty station when, during the preceding twelve months, no eligible family member has been present at the duty station after travel at United Nations expense, except on education grant travel. Family visit travel may be paid in respect of:

(i) Staff members who are considered as having been internationally recruited under rule 104.7, provided they serve and reside outside their home country, and

(ii) Staff members who are considered as having been locally recruited under rule 104.6, when they are on mission assignment away from their parent duty station.

Family visit travel may be granted once every year in which the staff member's home leave does not fall due, except for eligible staff members serving at designated duty stations in respect of which special conditions shall apply.

(c) Under subparagraph (a) (vi) above, the United Nations shall pay the travel expenses of a staff member to the place of recruitment or, if the staff member had a probationary appointment or an appointment for a period of two years or longer or had completed not less than two

years of continuous service, to the place recognized as his or her home for the purpose of home leave under rule 105.3. Should a staff member, on separation, wish to go to any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of return transportation to the place of recruitment or home leave.

(amended as from 1 January 2001)

Rule 107.2

Official travel of family members - established offices

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay, in the case of service at an established office, the travel expenses of a staff member's eligible family members under the following circumstances:

(i) On the initial appointment of a staff member who is considered to have been internationally recruited, under the provisions of rule 104.7, provided the appointment is for a period of one year or longer or is a probationary appointment and provided the staff member's services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(ii) Following completion by the staff member of not less than one year of continuous service, provided his or her services are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iii) On change of official duty station, provided the services of the staff member at the new duty station are expected by the Secretary-General to continue for more than six months beyond the date on which travel of his or her family members commences;

(iv) On home leave, in accordance with the provisions of rule 105.3;

(v) On separation of a staff member from service, provided the staff member's appointment was for a period of one year or longer or the staff member had completed not less than one year of continuous service;

(vi) On journeys approved in connection with the education of a staff member's child;

(vii) On travel authorized for medical, safety or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(viii) On travel of the spouse to the duty station, in lieu of the staff member's family visit travel under rule 107.1 (a) (v), subject to the same conditions as specified in rule 107.1 (b).

(b) Under subparagraphs (a) (i) and (ii) above, the United Nations shall pay the travel expenses of a staff member's eligible family members either from the place of recruitment or from the place of home leave. Should a staff member wish to bring any eligible family member to the official duty station from any other place, the travel expenses borne by the United Nations shall not exceed the maximum amount that would have been payable on the basis of travel from place of recruitment or home leave.

(c) Under subparagraph (a) (v) above, the United Nations shall pay the travel expenses of a staff member's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with the provisions of rule 107.1. Where both husband and wife are staff members and either or both are entitled to the payment of travel expenses on separation from service, and taking into account rule 104.10 (d), travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each staff member shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for a staff member while he or she remains in the service of the Organization.

(amended as from 1 January 2001)

Rule 107.3

Official travel of family members - mission service

(a) Subject to the conditions laid down in these Rules, the United Nations shall pay, in the case of service with a mission, the travel expenses of a staff member's eligible family members to and from the mission area provided that:

(i) The staff member is detailed, assigned or transferred from an established office or has been recruited specifically for the mission from outside the area of the mission;

(ii) The staff member is detailed, assigned or transferred or appointed for an anticipated continuous period of not less than one year, or the staff member's assignment after a shorter period is extended so that the total anticipated period is not less than one year;

(iii) The staff member's services are expected to continue in the mission area beyond six months after the beginning date of the family member's travel, and they are expected to remain in the mission area for the major part of the staff member's assignment;

(iv) The Secretary-General has decided that there are no special circumstances or local conditions which make it undesirable for the staff member to be accompanied by his or her family members;

(v) The staff member assumes responsibility for providing living accommodations for his or her family members.

(b) The provisions of paragraphs (b) and (c) of rule 107.2 shall apply to mission service, provided that, in the case of staff members detailed, assigned or transferred from an established office, travel shall normally be between the established office and the mission area.

(g) When both husband and wife are staff members and each is entitled to payment of a repatriation grant on separation from service, the amount of the grant paid to each shall be calculated in accordance with terms and conditions established by the Secretary-General.

Time limitation for submission of the claim

(h) Entitlement to the repatriation grant shall cease if no claim has been submitted within two years after the effective date of separation. However, when both husband and wife are staff members and the spouse who separates first is entitled to the repatriation grant, the claim for payment of the grant by that spouse shall be considered receivable if made within two years of the date of separation of the other spouse.

Payment in case of death of eligible staff member

(i) In the event of the death of an eligible staff member, no payment shall be made unless there is a surviving spouse or one or more dependent children whom the United Nations is obligated to repatriate. If there are one or more such survivors, payment shall be made under terms and conditions established by the Secretary-General.

(amended as from 1 January 2000)

Rule 109.6

Retirement

Retirement under article 28 of the United Nations Joint Staff Pension Fund Regulations shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.7

Expiration of fixed-term appointments

(a) A temporary appointment for a fixed term shall expire automatically and without prior notice on the expiration date specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 109.8

Commutation of accrued annual leave

If, upon separation from service, a staff member has accrued annual leave, the staff member shall be paid a sum of money in commutation of the period of such accrued leave up to a maximum of sixty working days. The payment shall be calculated:

(i) For staff in the Professional and higher categories, on the basis of the staff member's net base salary plus post adjustment;

(ii) For staff in the Field Service category, on the basis of the staff member's net base salary plus post adjustment;

(iii) For staff in the General Service and related categories, on the basis of the staff member's gross salary, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone.

(amended as from 1 January 2001)

Rule 109.9

Restitution of advance annual and sick leave

Upon separation, a staff member who has taken advance annual or sick leave beyond that which he or she has subsequently accrued shall make restitution for such advance leave by means of a cash refund or an offset against moneys due to the staff member from the United Nations, equivalent to the remuneration received, including allowances and other payments, in respect of the advance leave period. The Secretary-General may waive this requirement if in the opinion of the Secretary-General there are exceptional or compelling reasons for so doing.

Rule 109.10

Last day for pay purposes

(a) When a staff member is separated from service, the date on which entitlement to salary, allowances and benefits shall cease shall be determined according to the following provisions:

(i) Upon resignation, the date shall be either the date of expiration of the notice period under rule 109.2 or such other date as the Secretary-General accepts. Staff members will be expected to perform their duties during the period of notice of resignation, except when the resignation takes effect upon the completion of maternity leave or following sick or special leave. Annual leave will be granted during the notice of resignation only for brief periods;

(ii) Upon expiration of a fixed-term appointment, the date shall be the date specified in the letter of appointment;

(iii) Upon termination, the date shall be the date provided in the notice of termination;

(iv) Upon retirement, the date shall be the date approved by the Secretary-General for retirement;

(v) In the case of summary dismissal, the date shall be the date of dismissal;

(vi) In the case of death, the date on which entitlement to salary, allowances and benefits shall cease shall be the date of death, unless there is a surviving spouse or dependent child. In this event, the date shall be determined in accordance with the following schedule:

Completed years of service in the Secretariat (as defined in rule 109.4)	Months of extension beyond date of death
3 or less	3
4	4
5	5
6	6
7	7
8	8
9 or more	9

Payment related to the period of extension beyond the date of death may be made in a lump sum as soon as the pay accounts and related matters can be closed. Such payment shall be made only to the surviving spouse and dependent children. For staff in the Professional and higher categories, the payment shall be calculated on the basis of the staff member's gross salary less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i). For staff in the Field Service category, the payment shall be calculated on the basis of the staff member's gross salary, less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (i), plus language allowance, if any. For staff in the General Service and related categories, the payment shall be calculated on the basis of the staff member's gross salary, including:

a. Language allowance, if any; and

b. In respect of staff in receipt of non-resident's allowance under rule 103.5 (d), such non-resident's allowance,

less staff assessment according to the schedule of rates set forth in staff regulation 3.3 (b) (ii) applied to the gross salary alone. All other entitlements and accrual of benefits shall cease as of the date of death.

(b) When an internationally recruited staff member has an entitlement to return travel under rule 107.1 (a) (vi), this shall not affect the determination of the last day for pay purposes in accordance with the provisions of paragraph (a) above. In the case of resignation, expiration of fixed-term appointment, termination or retirement, the staff member shall be paid, on separation, an additional amount for days of authorized travel estimated on the basis of uninterrupted travel by an approved route and mode from the duty station to the place of entitlement to return travel. Such amount shall be calculated as is done for commutation of accrued annual leave under staff rule 109.8.

(amended as from 1 January 2001)

Rule 109.11

Certification of service

Any staff member who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and his or her official conduct.

Article X

DISCIPLINARY MEASURES

Regulation 10.1: The Secretary-General may establish administrative machinery with staff participation which will be available to advise him or her in disciplinary cases.

Regulation 10.2: The Secretary-General may impose disciplinary measures on staff members whose conduct is unsatisfactory. The Secretary-General may summarily dismiss a member of the staff for serious misconduct.

Salary scale for staff in the Professional and higher categories, showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 2001

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	167 035														
	Net D	113 762														
	Net S	102 379														
Assistant Secretary-General																
ASG	Gross	151 840														
	Net D	104 341														
	Net S	94 484														
Director			•	•	•	•	•									
D-2	Gross	124 384	127 132	129 877	132 623	135 369	138 115									
	Net D	87 318	89 022	90 724	92 426	94 129	95 831									
	Net S	80 218	81 645	83 072	84 498	85 925	87 352									
Principal Officer						•	•	•	•	•						
D-1	Gross	109 894	112 245	114 598	116 944	119 297	121 648	124 002	126 352	128 702						
	Net D	78 334	79 792	81 251	82 705	84 164	85 622	87 081	88 538	89 995						
	Net S	72 407	73 687	74 967	76 245	77 525	78 796	80 018	81 240	82 460						
Senior Officer												•	•	•		
P-5	Gross	96 705	98 832	100 961	103 089	105 216	107 342	109 471	111 598	113 724	115 853	117 982	120 106	122 234		
	Net D	70 157	71 476	72 796	74 115	75 434	76 752	78 072	79 391	80 709	82 029	83 349	84 666	85 985		
	Net S	65 176	66 385	67 545	68 703	69 862	71 018	72 177	73 335	74 493	75 651	76 809	77 966	79 101		
First Officer														•	•	•
P-4	Gross	79 780	81 733	83 680	85 627	87 579	89 527	91 571	93 645	95 723	97 795	99 869	101 947	104 019	106 095	108 171
	Net D	59 255	60 544	61 829	63 114	64 402	65 688	66 974	68 260	69 548	70 833	72 119	73 407	74 692	75 979	77 266
	Net S	55 180	56 364	57 543	58 722	59 902	61 080	62 259	63 439	64 617	65 796	66 949	68 082	69 210	70 340	71 470
Second Officer															•	•
P-3	Gross	65 388	67 220	69 053	70 880	72 714	74 544	76 373	78 206	80 038	81 868	83 700	85 529	87 361	89 191	91 089
	Net D	49 756	50 965	52 175	53 381	54 591	55 799	57 006	58 216	59 425	60 633	61 842	63 049	64 258	65 466	66 675
	Net S	46 445	47 556	48 669	49 780	50 892	52 002	53 113	54 225	55 335	56 447	57 555	58 663	59 770	60 877	61 985
Associate Officer													•			
P-2	Gross	53 129	54 632	56 132	57 633	59 135	60 692	62 332	63 967	65 606	67 244	68 879	70 520			
	Net D	41 253	42 335	43 415	44 496	45 577	46 657	47 739	48 818	49 900	50 981	52 060	53 143			
	Net S	38 694	39 675	40 653	41 633	42 611	43 592	44 587	45 580	46 577	47 571	48 564	49 561			
Assistant Officer																
P-1	Gross	41 189	42 633	44 075	45 519	46 960	48 403	49 847	51 290	52 731	54 174					
	Net D	32 656	33 696	34 734	35 774	36 811	37 850	38 890	39 929	40 966	42 005					
	Net S	30 805	31 763	32 720	33 677	34 633	35 590	36 548	37 493	38 434	39 375					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• = This scale will be implemented in conjunction with a consolidation of 5.1 per cent of post adjustment. There will be consequential adjustments in post adjustment indices and multipliers at all duty stations effective 1 March 2001. Thereafter, changes in post adjustment classifications will be implemented on the basis of the movements of the consolidated post adjustment indices.

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

Appendices to the Staff Rules

Appendix A

Pensionable remuneration for staff in the Professional and higher categories and salary scales and pensionable remuneration for staff in the Field Service category

Pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 November 2000

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
Under-Secretary-General USG	196 590														
Assistant Secretary-General ASG	181 703														
Director D-2	151 092	154 526	157 959	161 389	164 822	168 256									
Principal Officer D-1	133 820	136 564	139 307	142 046	144 791	147 671	150 611	153 552	156 487						
Senior Officer P-5	118 433	120 916	123 398	125 881	128 364	130 844	133 327	135 811	138 290	140 774	143 256	145 745	148 405		
First Officer P-4	97 918	100 341	102 760	105 179	107 602	110 021	112 442	114 864	117 284	119 703	122 122	124 549	126 967	129 387	131 810
Second Officer P-3	81 496	83 577	85 657	87 734	89 817	91 896	93 975	96 058	98 235	100 511	102 784	105 058	107 332	109 605	111 881
Associate Officer P-2	66 859	68 723	70 581	72 442	74 302	76 163	78 023	79 880	81 744	83 604	85 463	87 325			
Assistant Officer P-1	52 062	53 855	55 641	57 428	59 217	61 003	62 794	64 580	66 367	68 156					

Salary scale for staff in the Field Service category, showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 2001

Level		*STEPS*														
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
												•	•			
FS-7	Gross	79 242	81 302	83 359	85 412	87 468	89 527	91 689	93 874	96 066	98 255	100 445	102 639			
	Net D	58 900	60 259	61 617	62 972	64 329	65 688	67 047	68 402	69 761	71 118	72 476	73 836			
	Net S	54 854	56 102	57 348	58 592	59 834	61 080	62 325	63 568	64 813	66 056	67 264	68 458			
												•	•			
FS-6	Gross	65 862	67 777	69 695	71 609	73 523	75 441	77 356	79 277	81 191	83 105	85 021	86 936			
	Net D	50 069	51 333	52 599	53 862	55 125	56 391	57 655	58 923	60 186	61 449	62 714	63 978			
	Net S	46 732	47 895	49 061	50 222	51 383	52 547	53 709	54 875	56 034	57 195	58 355	59 513			
FS-5	Gross	56 161	57 658	59 157	60 714	62 350	63 983	65 620	67 253	68 892	70 526	72 161	73 795	75 430		
	Net D	43 436	44 514	45 593	46 671	47 751	48 829	49 909	50 987	52 069	53 147	54 226	55 305	56 384		
	Net S	40 672	41 648	42 626	43 605	44 599	45 592	46 585	47 577	48 572	49 565	50 558	51 548	52 541		
															•	•
FS-4	Gross	49 161	50 410	51 651	52 896	54 139	55 381	56 622	57 869	59 114	60 389	61 745	63 059	64 461	65 817	67 174
	Net D	38 396	39 295	40 189	41 085	41 980	42 874	43 768	44 666	45 562	46 457	47 352	48 219	49 144	50 039	50 935
	Net S	36 093	36 920	37 730	38 541	39 353	40 164	40 972	41 788	42 597	43 409	44 231	45 030	45 880	46 705	47 527
															•	•
FS-3	Gross	43 044	44 106	45 160	46 218	47 274	48 333	49 392	50 447	51 507	52 558	53 619	54 678	55 738	56 793	57 851
	Net D	33 992	34 756	35 515	36 277	37 037	37 800	38 562	39 322	40 085	40 842	41 606	42 368	43 131	43 891	44 653
	Net S	32 036	32 739	33 440	34 142	34 842	35 544	36 246	36 944	37 635	38 322	39 014	39 704	40 396	41 085	41 774
												•	•			
FS-2	Gross	37 778	38 711	39 650	40 582	41 517	42 451	43 343	44 319	45 256	46 190	47 124	48 057			
	Net D	30 200	30 872	31 548	32 219	32 892	33 565	34 207	34 910	35 584	36 257	36 929	37 601			
	Net S	28 546	29 164	29 783	30 402	31 021	31 642	32 234	32 883	33 502	34 123	34 742	35 361			
FS-1	Gross	33 172	33 994	34 815	35 636	36 456	37 281	38 104	38 922	39 746	40 565					
	Net D	26 884	27 476	28 067	28 658	29 248	29 842	30 435	31 024	31 617	32 207					
	Net S	25 503	26 044	26 587	27 129	27 672	28 217	28 762	29 303	29 847	30 391					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 November 2000

	STEPS														
Level	*I*	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
FS-7	97 250	99 804	102 361	104 911	107 466	110 022	112 579	115 132	117 688	120 240	122 797	125 354			
FS-6	82 033	84 210	86 390	88 562	90 739	92 917	95 091	97 291	99 666	102 046	104 426	106 803			
FS-5	70 619	72 472	74 330	76 187	78 046	79 902	81 761	83 616	85 475	87 332	89 190	91 045	92 903		
FS-4	61 944	63 490	65 028	66 570	68 111	69 651	71 192	72 737	74 276	75 818	77 359	78 849	80 441	81 983	83 524
FS-3	54 361	55 676	56 985	58 297	59 604	60 918	62 230	63 538	64 851	66 154	67 468	68 778	70 093	71 400	72 713
FS-2	47 893	48 995	50 157	51 312	52 471	53 628	54 734	55 944	57 101	58 262	59 417	60 575			
FS-1	42 631	43 571	44 509	45 444	46 381	47 324	48 262	49 256	50 276	51 291					

Appendix B

Salary scales for staff in the General Service, Security Service, Trades and Crafts, and Public Information Assistant categories at Headquarters

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		*STEPS*										
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*
G-7	(Gross)	52 218	54 309	56 401	58 493	60 628	62 871	65 114	67 358	69 601	71 845	74 088*
	(Gross pension)	51 212	53 223	55 233	57 243	59 254	61 300	63 392	65 484	67 576	69 668	71 760*
	(Total net)	40 641	42 189	43 737	45 285	46 833	48 381	49 929	51 477	53 025	54 573	56 121*
	(Net pension)	40 641	42 189	43 737	45 285	46 833	48 381	49 929	51 477	53 025	54 573	56 121*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	47 007	48 896	50 785	52 674	54 564	56 453	58 342	60 248	62 274	64 300	66 326*
	(Gross pension)	46 204	48 020	49 836	51 651	53 467	55 282	57 098	58 914	60 743	62 633	64 522*
	(Total net)	36 785	38 183	39 581	40 979	42 377	43 775	45 173	46 571	47 969	49 367	50 765*
	(Net pension)	36 785	38 183	39 581	40 979	42 377	43 775	45 173	46 571	47 969	49 367	50 765*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	42 272	43 981	45 691	47 400	49 109	50 819	52 528	54 238	55 947	57 657	59 366*
	(Gross pension)	41 654	43 297	44 940	46 582	48 225	49 868	51 511	53 154	54 797	56 440	58 082*
	(Total net)	33 281	34 546	35 811	37 076	38 341	39 606	40 871	42 136	43 401	44 666	45 931*
	(Net pension)	33 281	34 546	35 811	37 076	38 341	39 606	40 871	42 136	43 401	44 666	45 931*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	38 087	39 574	41 104	42 651	44 199	45 746	47 293	48 841	50 388	51 935	53 482*
	(Gross pension)	37 558	39 045	40 532	42 019	43 506	44 993	46 480	47 967	49 454	50 941	52 428*
	(Total net)	30 127	31 272	32 417	33 562	34 707	35 852	36 997	38 142	39 287	40 432	41 577*
	(Net pension)	30 127	31 272	32 417	33 562	34 707	35 852	36 997	38 142	39 287	40 432	41 577*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	34 353	35 701	37 049	38 397	39 745	41 138	42 541	43 943	45 346	46 749	48 151*
	(Gross pension)	33 824	35 172	36 520	37 868	39 216	40 564	41 912	43 260	44 608	45 956	47 304*
	(Total net)	27 252	28 290	29 328	30 366	31 404	32 442	33 480	34 518	35 556	36 594	37 632*
	(Net pension)	27 252	28 290	29 328	30 366	31 404	32 442	33 480	34 518	35 556	36 594	37 632*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	30 997	32 218	33 439	34 660	35 881	37 101	38 322	39 543	40 795	42 065*	
	(Gross pension)	30 468	31 689	32 910	34 130	35 351	36 572	37 793	39 014	40 234	41 455*	
	(Total net)	24 668	25 608	26 548	27 488	28 428	29 368	30 308	31 248	32 188	33 128*	
	(Net pension)	24 668	25 608	26 548	27 488	28 428	29 368	30 308	31 248	32 188	33 128*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	27 962	29 065	30 168	31 270	32 373	33 475	34 578	35 681	36 783*		
	(Gross pension)	27 569	28 617	29 665	30 741	31 843	32 946	34 049	35 151	36 254*		
	(Total net)	22 331	23 180	24 029	24 878	25 727	26 576	27 425	28 274	29 123*		
	(Net pension)	22 331	23 180	24 029	24 878	25 727	26 576	27 425	28 274	29 123*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, Widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 668 net per annum.
Second language	834 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		*STEPS*												
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*
S-7	(Gross)	67 541	70 233	72 926	75 619	78 312	81 004	83 697	86 390	89 083*				
	(Gross pension)	65 654	68 165	70 676	73 187	75 697	78 208	80 719	83 230	85 741*				
	(Total net)	51 603	53 461	55 319	57 177	59 035	60 893	62 751	64 609	66 467*				
	(Net pension)	51 603	53 461	55 319	57 177	59 035	60 893	62 751	64 609	66 467*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-6	(Gross)	62 426	64 935	67 443	69 952	72 461	74 970	77 478	79 987	82 496*				
	(Gross pension)	60 885	63 225	65 564	67 903	70 242	72 581	74 920	77 260	79 599*				
	(Total net)	48 074	49 805	51 536	53 267	54 998	56 729	58 460	60 191	61 922*				
	(Net pension)	48 074	49 805	51 536	53 267	54 998	56 729	58 460	60 191	61 922*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-5	(Gross)	57 476	59 649	61 954	64 284	66 614	68 945	71 275	73 606	75 936*				
	(Gross pension)	56 266	58 354	60 445	62 618	64 791	66 964	69 137	71 310	73 483*				
	(Total net)	44 532	46 140	47 748	49 356	50 964	52 572	54 180	55 788	57 396*				
	(Net pension)	44 532	46 140	47 748	49 356	50 964	52 572	54 180	55 788	57 396*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-4	(Gross)	52 616	54 608	56 600	58 592	60 626	62 762	64 899	67 035	69 171*				
	(Gross pension)	51 595	53 510	55 424	57 338	59 253	61 199	63 191	65 183	67 175*				
	(Total net)	40 936	42 410	43 884	45 358	46 832	48 306	49 780	51 254	52 728*				
	(Net pension)	40 936	42 410	43 884	45 358	46 832	48 306	49 780	51 254	52 728*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-3	(Gross)	49 251	50 815	52 378	53 942	55 505	57 069	58 632	60 210	61 887	63 564	65 241*		
	(Gross pension)	48 362	49 864	51 367	52 869	54 372	55 875	57 377	58 880	60 383	61 946	63 510*		
	(Total net)	38 446	39 603	40 760	41 917	43 074	44 231	45 388	46 545	47 702	48 859	50 016*		
	(Net pension)	38 446	39 603	40 760	41 917	43 074	44 231	45 388	46 545	47 702	48 859	50 016*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
S-2	(Gross)	44 378	45 791	47 203	48 615	50 027	51 439	52 851	54 264	55 676	57 088	58 500	59 912	61 420*
	(Gross pension)	43 679	45 036	46 393	47 750	49 107	50 464	51 821	53 179	54 536	55 893	57 250	58 607	59 964*
	(Total net)	34 840	35 885	36 930	37 975	39 020	40 065	41 110	42 155	43 200	44 245	45 290	46 335	47 380*
	(Net pension)	34 840	35 885	36 930	37 975	39 020	40 065	41 110	42 155	43 200	44 245	45 290	46 335	47 380*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
S-1	(Gross)	39 512	40 758											
	(Gross pension)	38 982	40 199											
	(Total net)	31 224	32 161											
	(Net pension)	31 224	32 161											
	(NPC)	0	0											

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 668 net per annum.
Second language	834 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

- Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		*STEPS*				
		I	*II*	*III*	*IV*	*V*
Tour Coordinator/Supervisor and Briefing Assistant[a]	(Gross)	45 997	48 293	50 589	52 885	55 181
	(Gross pension)	45 234	47 441	49 647	51 854	54 060
	(Total net)	36 038	37 737	39 436	41 135	42 834
	(Net pension)	36 038	37 737	39 436	41 135	42 834
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	40 447	42 218	43 988	45 758	47 528
	(Gross pension)	39 901	41 602	43 303	45 004	46 706
	(Total net)	31 931	33 241	34 551	35 861	37 171
	(Net pension)	31 931	33 241	34 551	35 861	37 171
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	37 178	38 732			
	(Gross pension)	36 649	38 203			
	(Total net)	29 427	30 624			
	(Net pension)	29 427	30 624			
	(NPC)	0	0			

[a] Includes Briefing Assistant as from 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowance: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2000

Level		*STEPS*						
		I	*II*	*III*	*IV*	*V*	*VI*	*VII*•
TC-8	(Gross)	63 716	65 987	68 258	70 529	72 800	75 071	77 342
	(Gross pension)	62 088	64 206	66 323	68 441	70 558	72 676	74 793
	(Total net)	48 964	50 531	52 098	53 665	55 232	56 799	58 366
	(Net pension)	48 964	50 531	52 098	53 665	55 232	56 799	58 366
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	59 650	61 765	63 906	66 046	68 187	70 328	72 468
	(Gross pension)	58 355	60 273	62 265	64 261	66 257	68 253	70 249
	(Total net)	46 141	47 618	49 095	50 572	52 049	53 526	55 003
	(Net pension)	46 141	47 618	49 095	50 572	52 049	53 526	55 003
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	55 838	57 709	59 581	61 558	63 565	65 572	67 580
	(Gross pension)	54 691	56 490	58 289	60 088	61 947	63 819	65 691
	(Total net)	43 320	44 705	46 090	47 475	48 860	50 245	51 630
	(Net pension)	43 320	44 705	46 090	47 475	48 860	50 245	51 630
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	52 023	53 774	55 526	57 277	59 028	60 836	62 714
	(Gross pension)	51 025	52 708	54 391	56 075	57 758	59 441	61 154
	(Total net)	40 497	41 793	43 089	44 385	45 681	46 977	48 273
	(Net pension)	40 497	41 793	43 089	44 385	45 681	46 977	48 273
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	48 216	49 846	51 476	53 105	54 735	56 365	57 995
	(Gross pension)	47 367	48 933	50 499	52 066	53 632	55 198	56 764
	(Total net)	37 680	38 886	40 092	41 298	42 504	43 710	44 916
	(Net pension)	37 680	38 886	40 092	41 298	42 504	43 710	44 916
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	44 404	45 914	47 423	48 932	50 442	51 951	53 461
	(Gross pension)	43 703	45 154	46 604	48 055	49 506	50 956	52 407
	(Total net)	34 859	35 976	37 093	38 210	39 327	40 444	41 561
	(Net pension)	34 859	35 976	37 093	38 210	39 327	40 444	41 561
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	40 605	41 989	43 373	44 757	46 141	47 524	48 908
	(Gross pension)	40 053	41 382	42 712	44 042	45 372	46 702	48 032
	(Total net)	32 048	33 072	34 096	35 120	36 144	37 168	38 192
	(Net pension)	32 048	33 072	34 096	35 120	36 144	37 168	38 192
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	36 904	38 117	39 330	40 565	41 827	43 089	44 351
	(Gross pension)	36 375	37 588	38 801	40 014	41 227	42 440	43 653
	(Total net)	29 216	30 150	1 084	32 018	32 952	33 886	34 820
	(Net pension)	29 216	30 150	31 084	32 018	32 952	33 886	34 820
	(NPC)	0	0	0	0	0	0	0

Dependency allowances (US$ net per annum):

Child	1 803
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 303

Language allowances (to be included in pensionable remuneration):

First language	1 668 net per annum.
Second language	834 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

• Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

HEADQUARTERS

Conditions governing compensation for overtime work

Pursuant to staff rule 103.12, staff members in the General Service category or in the Trades and Crafts category who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled work day or in excess of the scheduled work week or time worked on official holidays, provided that such work has been authorized by the proper authority.

(ii) The scheduled work day at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled work week, less one hour for a meal.

(iii) The scheduled work week at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days.

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled work day up to a total of eight hours of work on the same day. Subject to the exigencies of the service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place.

(v) Compensation shall take the form of payment at the straight time rate in respect of each hour in excess of forty hours if, at the time of a review to be conducted three times a year, it is ascertained that a staff member has accumulated more than forty hours of compensatory time off which could not be authorized because of the exigencies of the service. The remaining entitlement to forty hours of compensatory time off will be counted as part of the staff member's accumulated entitlement at the time of the next review.

(vi) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work of any day of the scheduled work week, or when it takes place on the sixth or seventh day of the scheduled work week.

Appendix F

Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 January 2000

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	53 281	55 096	56 911	58 726	60 580	62 526	64 472	66 419	68 365	70 312	72 258	74 204
	(Gross pension)	52 177	53 922	55 666	57 411	59 155	60 901	62 651	64 467	66 282	68 098	69 913	71 729
	(Total net)	41 428	42 771	44 114	45 457	46 800	48 143	49 486	50 829	52 172	53 515	54 858	56 201
	(Net pension)	41 428	42 771	44 114	45 457	46 800	48 143	49 486	50 829	52 172	53 515	54 858	56 201
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: Salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave with pay.

Dependency allowances (US$ net per annum):

Child (for staff who become eligible on or after 1 February 1999)	1 068
Child (for eligible staff on board and already in receipt of amount prior to 1 February 1999)	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

* Long-service step.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
(b) The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

NPC: Non-pensionable component is that part of net salary excluded from the application of staff assessment in the determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

Appendix G

Education grant entitlements applicable in cases where educational expenses are incurred in specified currencies

(Effective 1 January 2001)

Currency	*(1)* *Maximum amount admissible educational expenses and maximum grant for disabled children*	*(2)* *Maximum education grant*	*(3)* *Normal flat rate when boarding not provided*	*(4)* *Additional flat rate for boarding (at designated duty stations)*	*(5)* *Maximum grant for staff members serving at designated duty stations*	*(6)* *Maximum admissible educational expenses (attendance only)*
Part (a)						
Austrian schilling	167 310	125 483	43 622	65 433	190 916	109 148
Belgian franc	520 290	390 218	118 156	177 234	567 452	362 749
Danish krone	77 400	58 050	21 993	32 900	90 950	48 076
Deutsche mark	30 777	23 083	7 026	10 539	33 622	21 409
Finnish markka	54 000	40 500	13 251	19 877	60 377	36 332
French franc	61 200	45 900	16 402	24 603	70 503	39 331
Irish pound	7 873	5 905	1 893	2 840	8 745	5 349
Italian lira	23 794 700	17 846 025	4 953 749	7 430 624	25 276 649	17 189 701
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Luxembourg franc	520 290	390 218	118 156	177 234	567 452	362 749
Monaco (French franc)	61 200	45 900	16 402	24 603	70 503	39 331
Netherlands guilder	28 836	21 627	6 985	10 478	32 105	19 523
Norwegian krone	71 632	53 724	17 499	26 249	79 973	48 300
Pound sterling	13 613	10 210	3 041	4 562	14 772	9 559
Spanish peseta	1 572 710	1 179 530	408 592	612 888	1 792 418	1 027 917
Swedish krona	91 575	68 681	20 945	31 418	100 099	63 648
Swiss franc	24 372	18 279	5 092	7 638	25 917	17 583
Part (b)						
United States dollar (other than United States)	13 000	9 750	3 373	5 060	14 810	8 503
Part (c)						
United States dollar (in United States)	23 445	17 584	4 583	6 875	24 459	17 335

United Nations ST/SGB/2001/2

Secretariat

1 January 2001

Secretary-General's bulletin*

Amending ST/SGB/2000/2

Staff Rules — 200 series

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4 and staff rule 212.1 (a), hereby amends Secretary-General's bulletin ST/SGB/2000/2, entitled "Staff Rules — 200 series".

The text of the Staff Rules listed below is amended for the reasons set out in relation to each rule. Attached for insertion in the 200 series of the Staff Rules promulgated by ST/SGB/2000/2 are new pages containing amendments to the text of the Staff Rules and the Staff Regulations.

1. Rule 206.3, Sick leave, is amended to extend to project personnel the family leave option under the sick leave entitlement approved by the General Assembly in its resolution 52/219 of 22 December 1997 for staff serving under the 100 series of the Staff Rules.

2. Rule 207.1, Official travel of project personnel, is amended to specify that travel of project personnel may be authorized for safety as well as security reasons.

3. Rule 207.2, Official travel of family members, is amended to specify that travel of eligible family members may be authorized for safety as well as security reasons.

4. Rule 207.12, Family visit travel, is amended to clarify eligibility for family visit travel and harmonize the rule with the corresponding rule in the 100 series.

5. Rule 211.1, Appeals, is amended to ensure consistency of the rule with the text of staff regulation 11.1, as amended by the General Assembly in its resolution 49/222 A of 23 December 1994, by deleting from the rule defining the competence of the Joint Appeals Board the reference to appeals against disciplinary decisions, as disciplinary matters are within the purview of the Joint Disciplinary Committee.

(*Signed*) Kofi A. **Annan**
Secretary-General

* The present bulletin shall enter into force on 1 January 2001.

01-23312 (E) 260201

CHARTER OF THE UNITED NATIONS

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

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Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates;

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Staff assessment rates used in conjunction with gross base salaries
(effective 1 March 2000)

A. Staff assessment rates for staff member with dependants

Assessable payments (United States dollars)	Staff assessment rates for those with a dependent spouse or dependent child (percentage)
First 30,000 per year	18
Next 30,000 per year	28
Next 30,000 per year	34
Remaining assessable payments	38

B. Staff assessment for staff members without dependants

Staff assessment amounts for those with neither a dependent spouse nor a dependent child would be equal to the differences between the gross salaries at different grades and steps and the corresponding net salaries at the single rate.

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 6 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

Chapter VI

SOCIAL SECURITY

Rule 206.1

Participation in the Pension Fund

Project personnel whose appointments are for six months or longer, or who complete six months of service under shorter appointments without an interruption of more than 30 days, shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 206.2

Group life insurance plan

(Cancelled as of 1 February 1998)

Rule 206.3

Sick leave

(a) Project personnel who are unable to perform their duties by reason of illness or injury, or whose attendance at work is prevented by public health requirements, will be granted sick leave. All sick leave must be approved on behalf of, and under conditions established by, the Secretary-General.

Maximum entitlement

(b) The maximum entitlement to sick leave of project personnel shall be determined by the duration of their appointment, in accordance with the following provisions:

(i) Project personnel in short-term status may be granted sick leave at the rate of two working days per month of service;

(ii) Project personnel in intermediate-term status may be granted sick leave of up to three months on full salary and three months on half-salary in any period of 12 consecutive months, provided that the amount of sick leave in any period of four consecutive years shall not exceed nine months on full salary and nine months on half-salary;

(iii) Project personnel in long-term status may be granted sick leave of up to nine months on full salary and nine months on half-salary in any period of four consecutive years.

Obligations of project personnel

(c) Project personnel shall submit a monthly report on any absence attributable to illness, injury or public health requirements. Sick leave in excess of three consecutive working days or longer shall be granted subject to conditions and in accordance with procedures established by the Secretary-General for the certification and approval of such leave. Sick leave may be refused if the Secretary-General is satisfied that such leave is not justified, in which case the absence shall be treated as unauthorized in accordance with rule 205.1 (d).

(d) Up to seven days of sick leave in any twelve months of consecutive service may be used as family leave, in order to attend to family-related emergencies, or for paternity leave in the case of the birth or adoption of a child, in which case the requirements otherwise applicable for sick leave in excess of three consecutive days shall not apply.

(e) Project personnel may be required at any time to submit a medical report as to their condition or to undergo a medical examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs an individual's ability to perform his or her functions, the individual may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. Project personnel shall comply promptly with any direction or request under this rule.

(f) Project personnel shall immediately notify a United Nations medical officer of any case of contagious disease occurring in their household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the project personnel should be excused from attendance at the office. If so, the project personnel shall receive full salary and other emoluments for the period of authorized absence.

(g) Project personnel, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

(effective as from 1 January 2001)

Rule 206.4

Medical care

(a) Project personnel shall participate in a medical insurance scheme provided by the United Nations unless exemption from such participation is expressly stated in the letter of appointment. The United Nations shall not be responsible for the medical care of project personnel who are exempted by their letter of appointment from the medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

(b) Project personnel appointed for a period of one month or more and participating in a medical insurance scheme provided by the United Nations may enrol their spouses and dependent children in the scheme.

(c) *(Cancelled as of 1 January 1998)*

(d) The United Nations will not assume responsibility for medical expenses incurred by project personnel following separation from service except in accordance with the provisions of staff rule 206.5 on compensation for death, injury or illness attributable to service.

Rule 206.5

Compensation for death, injury or illness attributable to service

Project personnel shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to the Staff Rules (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1, January 1976).

Rule 206.6

Compensation for loss or damage to personal effects attributable to service

Project personnel shall be entitled, within the limits and under the terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Chapter VII

TRAVEL AND REMOVAL EXPENSES

Rule 207.1

Official travel of project personnel

Subject to the conditions prescribed in these Rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of project personnel shall be paid in the following circumstances:

(i) On initial appointment;

(ii) On travel on official business;

(iii) On change of official duty station, as defined in rule 200.2;

(iv) On family visit travel under rule 207.12 or on travel in connection with home leave under rule 207.11;

(v) On separation from service under rule 207.14;

(vi) On travel authorized for medical, safety or security reasons or in other appropriate cases when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

(effective as from 1 January 2001)

Rule 207.2

Official travel of family members

(a) Subject to the conditions prescribed in these Rules and such others as may be prescribed by the Secretary-General from time to time, the travel expenses of eligible family members of project personnel shall be paid in the following circumstances:

(i) On initial appointment of project personnel, or on a change of official duty station in accordance with rules 207.9 and 207.10;

(ii) On home leave, in accordance with rule 207.11;

(iii) On separation from service, if the family members had been residing in the mission area following travel at United Nations expense;

(iv) On journeys authorized in connection with the education of children in accordance with rule 203.8;

(v) On travel authorized for medical, safety or security reasons or in other appropriate cases when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses;

(vi) For the spouse, in lieu of project personnel's family visit travel under rule 207.1 (iv).

(b) Eligible family members shall comprise a spouse and dependent children, as defined in rule 203.7 (b) (ii). In addition, those children in respect of whom an education grant is payable, even though they are no longer recognized as dependent under staff rule 203.7 (b) (ii), shall be eligible for education grant travel.

(c) Under paragraph (a) (iii) above, the United Nations shall pay the travel expenses of project personnel's eligible family members from the official duty station to the place to which the staff member is entitled to be returned in accordance with rule 207.1 (v). Where both husband and wife are employed by the United Nations and either or both

are entitled to the payment of travel expenses on separation from service, and taking into account rule 204.7, travel expenses shall be paid for each only upon their own separation from service. Where both spouses are entitled to return travel expenses, each individual shall have the choice either of exercising his or her own entitlement or of accompanying the other spouse, provided that in no case shall such expenses be paid for an individual while he or she remains in the service of the Organization.

(effective as from 1 January 2001)

Rule 207.3

Travel expenses

(a) Travel expenses paid or reimbursed by the United Nations under these Rules shall comprise:

(i) Transportation expenses (i.e., carrier fare);

(ii) Terminal expenses;

(iii) Daily subsistence allowance while in travel status;

(iv) Other necessary expenses incurred during travel.

(b) Project personnel shall exercise the same care in incurring expenses during travel that a prudent person would exercise if travelling on personal business.

Rule 207.4

Authority for travel

(a) The Organization will pay travel expenses only for travel which has been duly authorized and accomplished.

(b) Project personnel are responsible for ensuring that they have written authorization before commencing travel.

(c) In exceptional circumstances, project personnel may be authorized to travel on oral instructions, but such oral authorization shall require subsequent written confirmation.

Rule 207.5

Route and mode of travel

(a) All travel at the expense of the Organization shall be by a route and mode as prescribed by the Secretary-General.

(b) Travel shall be by the most direct and economical route and mode of transportation unless it is established to the satisfaction of the Secretary-General that the use of an alternative route or mode is in the best interests of the Organization.

(c) Travel subsistence allowance or other entitlements, including travel time, shall be limited to that allowable for a journey by the approved route and mode of travel. Project personnel who make other arrangements for personal convenience must obtain advance approval to do so and pay all additional costs themselves.

subsequently met. If these conditions are not met, the individual will be required to reimburse the costs paid by the Organization for the advanced travel.

(b) Travel of eligible family members shall be in conjunction with the approved home leave of project personnel, provided that exceptions may be granted if the exigencies of the service or other special circumstances prevent the project personnel and their family members from travelling together. Home leave travel of family members will not normally be authorized unless the family members have been in the mission area for at least six months prior to departure on home leave.

(c) The grant of home leave shall be subject to the conditions that:

(i) Project personnel return to the duty station for at least six additional months;

(ii) (Cancelled)

(iii) Project personnel shall remain in their home countries for at least two weeks;

(iv) The amount of travel time, the route and mode of travel shall be determined by the Secretary-General.

(d) Credit towards home leave shall accrue as from the date of departure from the home country to enter on service, or the date of departure on a previous home leave, whichever of these dates is later.

(e) Project personnel may be required to take home leave in connection with other official travel, including travel on change of duty station, due regard being paid to the interests of the individual and his or her family.

(f) Project personnel who do not take home leave shall not receive any payment in lieu of the travel expenses, nor shall they be credited with additional annual leave in lieu of travel time.

(g) The Secretary-General may approve travel based on a shorter period than that specified in subparagraph (c) (i) above if, in his opinion, the exigencies of the service or other compelling reasons warrant it.

Rule 207.12

Family visit travel

(a) Subject to conditions established by the Secretary-General, the United Nations shall pay travel expenses of project personnel in intermediate- or long-term status who serve and reside outside their home country for the purpose of visiting their eligible family member at the place of recruitment, the place of home leave or the previous duty station when, during the preceding twelve months, no eligible family member has been present at the duty station after travel at United Nations expense, except on education grant.

(b) Family visit travel may be granted once every year in which home leave does not fall due, except for eligible project personnel serving at designated duty stations in respect of which special conditions shall apply.

(effective as from 1 January 2001)

Rule 207.13

Education grant travel

(*Cancelled as of 1 July 1999*)

Rule 207.14

Travel on separation from service

On separation from service, the travel expenses of project personnel shall be paid to the place from which they were recruited or to the place recognized as home for the purpose of home leave. Should project personnel, on separation, wish to go to any other place, payment of travel expenses shall not exceed the maximum amount that would have been payable on the basis of direct return transportation to the place of recruitment or home leave.

Rule 207.15

Terminal expenses

(a) For all official travel to or from the duty station, project personnel may claim reimbursement of terminal expenses incurred for each required trip by means of public conveyance between the airport or other point of arrival or departure and the hotel or other place of dwelling in respect of themselves and in respect of each family member authorized to travel at United Nations expense, at rates and under conditions established by the Secretary-General. No expenses shall be reimbursable in respect of an intermediate stop:

(i) Which is not authorized;

(ii) Which does not involve leaving the terminal;

(iii) Which is exclusively for the purpose of making an onward connection.

(b) Terminal expenses shall be deemed to include all expenditures for transportation between the airport or other point of arrival or departure and the hotel or other place of dwelling, including transfer of accompanied baggage and other incidental charges, except the costs provided for under rule 207.19 (iii).

(c) (Cancelled)

Chapter XI

APPEALS

Rule 211.1

Appeals

(a) The appropriate Joint Appeals Board to be determined in accordance with rule 111.2 (d) shall consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1 by project personnel against an administrative decision alleging non-observance of their terms of appointment, including all pertinent regulations and rules.

(b) Rule 111.1 on establishment and rule 111.2 on appeals shall apply to project personnel.

(c) Project personnel serving away from Headquarters may meet the time limits specified in paragraph (a) of rule 111.2 by delivering the letter addressed to the Secretary-General and the appeal submitted to the Secretary of the Joint Appeals Board within the respective specified periods to an office of the United Nations for transmission to Headquarters.

(The text of rules 111.1 and 111.2 is reproduced as appendix II to the present Rules.)

(effective as from 1 January 2001)

Rule 211.2

Administrative Tribunal

(a) Under staff regulation 11.2, project personnel may apply to the United Nations Administrative Tribunal alleging non-observance of their terms of appointment, including all pertinent regulations and rules, in accordance with the provisions of the statute of the Tribunal.

(b) An application to the Tribunal shall not be receivable unless the applicant has previously submitted the dispute to the Joint Appeals Board under rule 211.1 and the Board has communicated its opinion to the Secretary-General, except where the Secretary-General and the applicant have agreed to submit the application directly to the Tribunal.

Article XII

GENERAL PROVISIONS

Regulation 12.1: The present Regulations may be supplemented or amended by the General Assembly, without prejudice to the acquired rights of staff members.

Regulation 12.2: Such staff rules and amendments as the Secretary-General may make to implement the present Regulations shall be provisional until the requirements of regulations 12.3 and 12.4 below have been met.

Regulation 12.3: The full text of provisional staff rules and amendments shall be reported annually to the General Assembly. Should the Assembly find that a provisional rule and/or amendment is inconsistent with the intent and purpose of the Regulations, it may direct that the rule and/or amendment be withdrawn or modified.

Regulation 12.4: The provisional rules and amendments reported by the Secretary-General, taking into account such modifications and/or deletions as may be directed by the General Assembly, shall enter into full force and effect on 1 January following the year in which the report is made to the Assembly.

Regulation 12.5: Staff rules shall not give rise to acquired rights within the meaning of regulation 12.1 while they are provisional.

ANNEXES TO THE STAFF REGULATIONS

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally. With effect from 1 January 1998, the Administrator of the United Nations Development Programme shall receive a gross salary of US$ 175,344 per annum.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he or she deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable remuneration of such staff shall be determined in accordance with the methodology specified in article 54 (a) of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for staff in the Professional and higher categories, showing annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 2001

(United States dollars)

Level		Steps I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	167 035														
	Net D	113 762														
	Net S	102 379														
Assistant Secretary-General																
ASG	Gross	151 840														
	Net D	104 341														
	Net S	94 484														
Directo			*	*	*	*	*									
D-2	Gross	124 384	127 132	129 877	132 623	135 369	138 115									
	Net D	87 318	89 022	90 724	92 426	94 129	95 831									
	Net S	80 218	81 645	83 072	84 498	85 925	87 352									
Principal Officer						*	*	*	*	*						
D-1	Gross	109 894	112 245	114 598	116 944	119 297	121 648	124 002	126 352	128 702						
	Net D	78 334	79 792	81 251	82 705	84 164	85 622	87 081	88 538	89 995						
	Net S	72 407	73 687	74 967	76 245	77 525	78 796	80 018	81 240	82 460						
Senior Officer												*	*	*		
P-5	Gross	96 705	98 832	100 961	103 089	105 216	107 342	109 471	111 598	113 724	115 853	117 982	120 106	122 234		
	Net D	70 157	71 476	72 796	74 115	75 434	76 752	78 072	79 391	80 709	82 029	83 349	84 666	85 985		
	Net S	65 176	66 385	67 545	68 703	69 862	71 018	72 177	73 335	74 493	75 651	76 809	77 966	79 101		
First Officer														*	*	*
P-4	Gross	79 780	81 733	83 680	85 627	87 579	89 527	91 571	93 645	95 723	97 795	99 869	101 947	104 019	106 095	108 171
	Net D	59 255	60 544	61 829	63 114	64 402	65 688	66 974	68 260	69 548	70 833	72 119	73 407	74 692	75 979	77 266
	Net S	55 180	56 364	57 543	58 722	59 902	61 080	62 259	63 439	64 617	65 796	66 949	68 082	69 210	70 340	71 470
Second Officer															*	*
P-3	Gross	65 388	67 220	69 053	70 880	72 714	74 544	76 373	78 206	80 038	81 868	83 700	85 529	87 361	89 191	91 089
	Net D	49 756	50 965	52 175	53 381	54 591	55 799	57 006	58 216	59 425	60 633	61 842	63 049	64 258	65 466	66 675
	Net S	46 445	47 556	48 669	49 780	50 892	52 002	53 113	54 225	55 335	56 447	57 555	58 663	59 770	60 877	61 985
Associate Officer													*			
P-2	Gross	53 129	54 632	56 132	57 633	59 135	60 692	62 332	63 967	65 606	67 244	68 879	70 520			
	Net D	41 253	42 335	43 415	44 496	45 577	46 657	47 739	48 818	49 900	50 981	52 060	53 143			
	Net S	38 694	39 675	40 653	41 633	42 611	43 592	44 587	45 580	46 577	47 571	48 564	49 561			
Assistant Officer																
P-1	Gross	41 189	42 633	44 075	45 519	46 960	48 403	49 847	51 290	52 731	54 174					
	Net D	32 656	33 696	34 734	35 774	36 811	37 850	38 890	39 929	40 966	42 005					
	Net S	30 805	31 763	32 720	33 677	34 633	35 590	36 548	37 493	38 434	39 375					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* This scale will be implemented in conjunction with a consolidation of 5.1 per cent of post adjustment. There will be consequential adjustments in post adjustment indices and multipliers at all duty stations effective 1 March 2001. Thereafter, changes in post adjustment classifications will be implemented on the basis of the movements of the consolidated post adjustment indices.

APPENDICES TO THE STAFF RULES

Appendix I (rule 203.1)

SALARY SCALES

Annual gross salaries and net equivalents after application of staff assessment

Effective 1 March 2001

(United States dollars)

Level		Steps														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
			•	•	•	•	•									
L-7	Gross	124 384	127 132	129 877	132 623	135 369	138 115									
	Net D	87 318	89 022	90 724	92 426	94 129	95 831									
	Net S	80 218	81 645	83 072	84 498	85 925	87 352									
						•		•	•	•						
L-6	Gross	109 894	112 245	114 598	116 944	119 297	121 648	124 002	126 352	128 702						
	Net D	78 334	79 792	81 251	82 705	84 164	85 622	87 081	88 538	89 995						
	Net S	72 407	73 687	74 967	76 245	77 525	78 796	80 018	81 240	82 460						
												•	•	•		
L-5	Gross	96 705	98 832	100 961	103 089	105 216	107 342	109 471	111 598	113 724	115 853	117 982	120 106	122 234		
	Net D	70 157	71 476	72 796	74 115	75 434	76 752	78 072	79 391	80 709	82 029	83 349	84 666	85 985		
	Net S	65 176	66 385	67 545	68 703	69 862	71 018	72 177	73 335	74 493	75 651	76 809	77 966	79 101		
														•	•	•
L-4	Gross	79 780	81 733	83 680	85 627	87 579	89 527	91 571	93 645	95 723	97 795	99 869	101 947	104 019	106 095	108 171
	Net D	59 255	60 544	61 829	63 114	64 402	65 688	66 974	68 260	69 548	70 833	72 119	73 407	74 692	75 979	77 266
	Net S	55 180	56 364	57 543	58 722	59 902	61 080	62 259	63 439	64 617	65 796	66 949	68 082	69 210	70 340	71 470
															•	•
L-3	Gross	65 388	67 220	69 053	70 880	72 714	74 544	76 373	78 206	80 038	81 868	83 700	85 529	87 361	89 191	91 089
	Net D	49 756	50 965	52 175	53 381	54 591	55 799	57 006	58 216	59 425	60 633	61 842	63 049	64 258	65 466	66 675
	Net S	46 445	47 556	48 669	49 780	50 892	52 002	53 113	54 225	55 335	56 447	57 555	58 663	59 770	60 877	61 985
													•			
L-2	Gross	53 129	54 632	56 132	57 633	59 135	60 692	62 332	63 967	65 606	67 244	68 879	70 520			
	Net D	41 253	42 335	43 415	44 496	45 577	46 657	47 739	48 818	49 900	50 981	52 060	53 143			
	Net S	38 694	39 675	40 653	41 633	42 611	43 592	44 587	45 580	46 577	47 571	48 564	49 561			
L-1	Gross	41 189	42 633	44 075	45 519	46 960	48 403	49 847	51 290	52 731	54 174					
	Net D	32 656	33 696	34 734	35 774	36 811	37 850	38 890	39 929	40 966	42 005					
	Net S	30 805	31 763	32 720	33 677	34 633	35 590	36 548	37 493	38 434	39 375					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

• The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for purposes of pension benefits and pension contributions

Effective 1 November 2000

(United States dollars)

Level	*Steps*														
	I	*II*	*III*	*IV*	*V*	*VI*	*VII*	*VIII*	*IX*	*X*	*XI*	*XII*	*XIII*	*XIV*	*XV*
L-7	151 092	154 526	157 959	161 389	164 822	168 256									
L-6	133 820	136 564	139 307	142 046	144 791	147 671	150 611	153 552	156 487						
L-5	118 433	120 916	123 398	125 881	128 364	130 844	133 327	135 811	138 290	140 774	143 256	145 745	148 405		
L-4	97 918	100 341	102 760	105 179	107 602	110 021	112 442	114 864	117 284	119 703	122 122	124 549	126 967	129 387	131 810
L-3	81 496	83 577	85 657	87 734	89 817	91 896	93 975	96 058	98 235	100 511	102 784	105 058	107 332	109 605	111 881
L-2	66 859	68 723	70 581	72 442	74 302	76 163	78 023	79 880	81 744	83 604	85 463	87 325			
L-1	52 062	53 855	55 641	57 428	59 217	61 003	62 794	64 580	66 367	68 156					

Appendix III

EDUCATION GRANT ENTITLEMENTS APPLICABLE IN CASES WHERE EDUCATIONAL EXPENSES ARE INCURRED IN SPECIFIED CURRENCIES

(Effective 1 January 2001)

Currency	*(1) Maximum amount admissible educational expenses and maximum grant for disabled children*	*(2) Maximum education grant*	*(3) Normal flat rate when boarding not provided*	*(4) Additional flat rate for boarding (at designated duty stations)*	*(5) Maximum grant for staff members serving at designated duty stations*	*(6) Maximum admissible educational expenses (attendance only)*
Part (a)						
Austrian schilling	167 310	125 483	43 622	65 433	190 916	109 148
Belgian franc	520 290	390 218	118 156	177 234	567 452	362 749
Danish krone	77 400	58 050	21 993	32 900	90 950	48 076
Deutsche mark	30 777	23 083	7 026	10 539	33 622	21 409
Finnish markka	54 000	40 500	13 251	19 877	60 377	36 332
French franc	61 200	45 900	16 402	24 603	70 503	39 331
Irish pound	7 873	5 905	1 893	2 840	8 745	5 349
Italian lira	23 794 700	17 846 025	4 953 749	7 430 624	25 276 649	17 189 701
Japanese yen	2 301 120	1 725 840	525 930	788 895	2 514 735	1 599 880
Luxembourg franc	520 290	390 218	118 156	177 234	567 452	362 749
Monaco (French franc)	61 200	45 900	16 402	24 603	70 503	39 331
Netherlands guilder	28 836	21 627	6 985	10 478	32 105	19 523
Norwegian krone	71 632	53 724	17 499	26 249	79 973	48 300
Pound sterling	13 613	10 210	3 041	4 562	14 772	9 559
Spanish peseta	1 572 710	1 179 530	408 592	612 888	1 792 418	1 027 917
Swedish krona	91 575	68 681	20 945	31 418	100 099	63 648
Swiss franc	24 372	18 279	5 092	7 638	25 917	17 583
Part (b)						
United States dollar (other than United States)	13 000	9 750	3 373	5 060	14 810	8 503
Part (c)						
United States dollar (in United States)	23 445	17 584	4 583	6 875	24 459	17 335

Where educational expenses are incurred in any of the currencies set out in the table above, the applicable amounts are set out in columns (1) to (6) against those currencies. Where educational expenses are incurred in the United States of America, the applicable amounts are set out in columns (1) to (6) against part (c) above. Where educational expenses are not incurred in any of the currencies set out in part (a) above or in the United States, the applicable amounts are set out in columns (1) to (6) against part (b) above.

Attendance at an educational institution outside the duty station

(i) Where the educational institution provides board, 75 per cent of the allowable costs of attendance and of the costs of board up to the maximum indicated in column (1), with a maximum grant indicated in column (2) per year.

(ii) Where the educational institution does not provide board, a flat sum as indicated in column (3), plus 75 per cent of the allowable costs of attendance up to a maximum grant as indicated in column (2) per year.

Attendance at an educational institution at the duty station

(iii) The amount shall be 75 per cent of the allowable costs of attendance up to the maximum indicated in column (1), with a maximum grant as indicated in column (2) per year.

(iv) Where such an educational institution is located beyond commuting distance from the area where the staff member is serving and, in the opinion of the Secretary-General, no school in that area would be suitable for the child, the amount of the grant shall be calculated at the same rates as specified in (i) or (ii) above.

Staff serving at designated duty stations with inadequate or no education facilities with attendance at an educational institution at the primary or secondary level outside the duty station

(v) Where the educational institution provides board:

a. 100 per cent of the costs of board up to the maximum indicated in column (4); and

b. 75 per cent of the allowable costs of attendance and of any part of the costs of board in excess of the amount indicated in column (4), with a maximum reimbursable amount as indicated in column (5).

(vi) Where the educational institution does not provide board:

a. A flat sum for board as indicated in column (4); and

b. 75 per cent of the allowable costs of attendance, with a maximum reimbursable amount as indicated in column (5).

(vii) Paragraphs (v) and (vi) above are not applicable to special missions.